



# Memphis and Shelby County Office of Planning and Development

CITY HALL 125 NORTH MID AMERICA MALL MEMPHIS, TENNESSEE 38103-2084 (901) 576-6619

## APPLICATION FOR ALTERNATIVE PARKING PLAN

Date: \_\_\_\_\_

PLEASE TYPE OR PRINT

Lot / Parcel #1

Lot / Parcel #2

**Owner Of Record:**

Phone Number:

Mailing Address:

City / Zip:

E-Mail

Tax Parcel Number:

**Civil Engineer /**

**Surveyor:**

Mailing Address:

E-Mail

City / Zip:

Phone Number:

I (we) \_\_\_\_\_ and \_\_\_\_\_,  
hereby make application for Alternative / Shared Parking Plan / Agreement as permitted by Article 4,  
Chapter 5.4 of the Memphis & Shelby County Unified Development Code. I (we), accept  
responsibility for any errors or omissions which may result in any delay of the application being  
reviewed by the Memphis & Shelby County Office of Planning & Development. I (We), owner(s) of  
the above described property hereby authorize the filing of this application and the above named  
persons to act on my behalf.

Printed Name

Printed Name

Signature of Legal Owner of Record

Signature of Legal Owner of Record

Date

Date

**Lot / Parcel #1**

**Lot / Parcel #2**

**Name of Development:**

Phase/Section/Lot/Area, etc.:

Street Address:

Tax Parcel ID#:

Base / Overlay Zoning District:

Property Use:

Class of Work: (New/Addition):

Square Feet:

Lot / Parcel 1				Lot / Parcel 2			
Tenant	Land Use	Parking Spaces Required	Parking Spaces Provided	Tenant	Land Use	Parking Spaces Required	Parking Spaces Provided
A				A			
B				B			
C				C			
D				D			
E				E			
F				F			

**Lot / Parcel 1**

**Lot / Parcel 2**

Total Number Existing Parking Spaces:

Total Number of New Parking Spaces:

Total Number of Shared Spaces:

Anticipated Rate of Parking Turnover:

Hours of Peak Demand:

Periods/Days of Parking Demand:

**GUIDE FOR SUBMITTING  
ALTERNATIVE / SHARED PARKING APPLICATION**

**A     THE APPLICATION:**

Submit one copy of the Alternative / Shared Parking application (this form), including the signed Owner's Certificate above. All applicable items shall be completed and legibly printed or type-written. A digital copy shall also be filed in lieu of a hard copy (see Item E below).

**B     SITE PLAN:**

One copy of a site plan of the subject property, on 8 ½ x 11 inches sheets, drawn to an engineering scale, showing property boundary lines and dimensions, existing utilities and easements, roadways, rail lines and public rights-of-way, crossing and adjacent to the subject property; the dimensions and arrangements of buildings on the property; the location of points of ingress to and egress (driveways), parking lots and loading areas on the site. *The site plan shall indicate the parking spaces that are the subject of the alternative parking plan.*

Joint use of up to 100% of required off-street parking spaces may be permitted for two or more uses located in the same or different buildings, provided that the parking spaces are on the same lot or within 660 feet of the building, structure or use to be served along the shortest available pedestrian sidewalk route (measured from the nearest point of the parking area to the nearest point of the building, structure or use served by such parking lot). Applicants wishing to use shared parking as a means of reducing the total number of required spaces must submit a shared parking analysis using the latest edition of Urban Land Institute's Shared Parking. *See Section 4.5.4 of the Unified Development Code for more information.*

**C     COMPACT DISC:**

A compact disc with all submitted application documents, saved and named separately in PDF format, and any proposed conditions, saved in WORD format. In lieu of submitting a compact disc, the application documents may be sent via electronic mail in PDF/WORD format to any planner in the Land Use Controls section (see OPD website).